

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

Please read instructions on reverse before completing form.

1. REQUEST NUMBER		2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)	
		a. INITIAL	b. APPEAL		
4. CLERICAL HOURS (E-9/GS-8 and below)			TOTAL HOURS (1)	X \$ 12.00 =	COST (3) * **
a. SEARCH					
b. REVIEW/EXCISING					
c. CORRESPONDENCE AND FORMS PREPARATION					
d. OTHER ACTIVITY					
5. PROFESSIONAL HOURS (O-1 - O-6/GS-9 - GS/GM-15)			TOTAL HOURS (1)	X \$ 25.00 =	COST (3) * **
a. SEARCH					
b. REVIEW/EXCISING					
c. COORDINATION/APPROVAL/DENIAL					
d. OTHER ACTIVITY					
6. EXECUTIVE HOURS (O-7/GS/GM-16/ES 1 and above)			TOTAL HOURS (1)	X \$ 45.00 =	COST (3) * **
a. SEARCH					
b. REVIEW/EXCISING					
c. COORDINATION/APPROVAL/DENIAL					
7. COMPUTER SEARCH			TOTAL HOURS (1)	X \$12.00 \$25.00 =	COST (3) * **
a. MACHINE HOURS					
b. PROGRAMMER/OPERATOR TIME (1) Clerical					
(2) Professional					
8. OFFICE COPY REPRODUCTION			NUMBER (1)	X .15 =	COST (3) *
a. PAGES REPRODUCED					
9. MICROFICHE REPRODUCTION			NUMBER (1)	X .25 =	COST (3) *
a. MICROFICHE REPRODUCED					
10. PRINTED RECORDS			TOTAL PAGES (1)	X .02 =	COST (3) * ** *
a. FORMS					
b. PUBLICATIONS					
c. REPORTS					
11. COMPUTER COPY			NUMBER (1)	X =	COST (3) *
a. TAPE					
b. PRINTOUT					
12. AUDIOVISUAL MATERIALS			NUMBER (1)	X =	COST (3) *
a. MATERIALS REPRODUCED					

For FOI Office Use Only

- a. SEARCH FEES PAID
- b. REVIEW FEES PAID
- c. COPY FEES PAID
- d. TOTAL PAID
- e. DATE PAID (YYMMDD)

f. TOTAL COLLECTABLE COSTS

g. TOTAL PROCESSING COSTS

h. TOTAL CHARGED

i. FEES WAIVED/REDUCED (X one)

* Chargeable to all requesters after application of all waiver criteria.

		Yes	No
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